

How a service can register they are willing to pay for their roster provider renewal fee(s) and make a payment:

*** **PLEASE NOTE:** In order for a given provider to be able to select a service they believe will pay for their renewal, the service **MUST** perform the first 3 steps shown here. If this step isn't performed prior to a provider renewing, they won't be able to designate a service as payee. ***

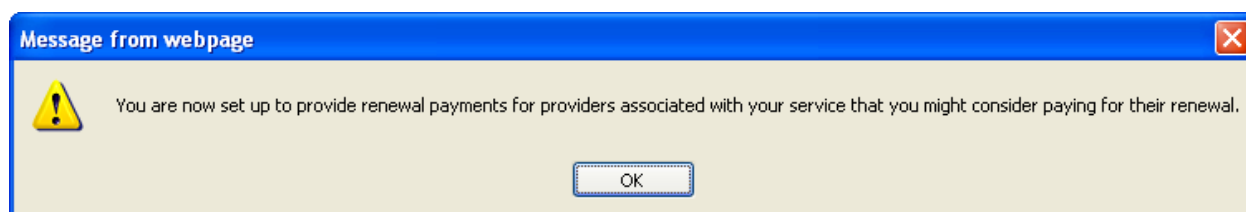
1. After Service logs in, they should select "Renewals" tab



2. Select box labeled "Check and press the Save button for the ability to pay for provider certification renewal." If you do not wish to make provider renewal payments, leave this blank and you are done. Otherwise, select "Save" and continue to #3.



3. System Registry will return this confirmation message. Select "OK". EMS providers can now log in to System Registry and indicate your service is willing to make a renewal payment on their behalf.



4. If no providers have thus far signaled through their own System Registry provider log-in they expect the service to pay for their renewal, the box labeled “Providers that have renewed but have not paid” will be empty. If it is not empty, as shown in #5, you will be able to select some or all providers for whom you wish to pay the renewal.

IDPH System Registry - Renewals - Microsoft Internet Explorer provided by Iowa Dept. of Public Health

https://train2.idph.state.ia.us/sysregistry/servicedirector/renewals.aspx

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IDPH System Registry - Renewals

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SERVICE ROSTER RESOURCES FORMS REPORTS **RENEWALS**

Renewals (Last updated 12/11/2013) [Back to Service Details](#)

☒ Check and press the Save button for the ability to pay for provider certification renewals.

Providers that have renewed but have not paid.

You have no provider payments that can be made at this time.

5. Any providers who have indicated they wish for your service to pay for their renewal will show up in the box labeled “Providers that have renewed but have not paid.” You can select those providers you wish to pay for by checking the corresponding box, and then select “Make Payment.” For those providers you do not wish to make a payment, skip to “Addendum” at bottom of this document.

IDPH System Registry - Renewals - Microsoft Internet Explorer provided by Iowa Dept. of Public Health

https://train2.idph.state.ia.us/sysregistry/servicedirector/renewals.aspx

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Renewals (Last updated 12/16/2013) [Back to Service Details](#)

☒ Check and press the Save button for the ability to pay for provider certification renewals.

Providers that have renewed but have not paid.

Check all that you wish to pay their renewal and then press the “Make Payment” button.
Check/Uncheck All: ☐

☐ **Jimmy, Bob I**

PARAMEDIC
Certification Number: PM-17-1600-04
Status: Active

☐ **Ladder, Jacob Q**

PARAMEDIC
Certification Number: PM-99-510-44
Status: Active

6. You will then get a transaction screen indicating you’re about to go to the U.S. Bank payment site. Select “Proceed to US Bank” button.

IDPH System Registry - Payment - Microsoft Internet Explorer provided by Iowa Dept. of Public Health

https://train2.idph.state.ia.us/sysregistry/Payment.aspx

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IDPH System Registry - Payment

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SERVICE ROSTER RESOURCES FORMS REPORTS RENEWALS

Payment [Back to Service Details](#)

Epayment Call Page

You are about to be redirected to USBank where you will submit payment for your renewal you selected. After you submit the payment you will be redirected back to this application.
If you have any issues with making the payment you can contact IDPH at 515-281-0620. Please provide the following transaction ID when asking for assistance.

Transaction ID

e756ff7c-316b-4c27-8455-a7b93511b64b

[Proceed to USBank](#)

7. In “Make a Payment” screen you’ll be prompted for name, address, etc ., as well as credit card information as shown in #8. Please note, the actual (production) screen you will see is different than shown, here. These screens are generic screens used for testing purposes.

State Of Iowa - State of Iowa TEST site - Microsoft Internet Explorer provided by Iowa Dept. of Public Health

https://epayment.epymtservice.com/main/makePayment?paymentDetails?execution=e1s1&_id_=2-0-E611C81FAE33B5E3E46FA87F459E68C

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State Of Iowa - State of Iowa TEST site

Make a Payment

[My Payment](#)

State of Iowa TEST site

Amount Due \$50.00

[Payment Information](#)

Frequency One Time

Payment Amount \$50.00

Payment Date Pay now

[Contact Information](#)

First Name

Last Name

Company (Optional)

Address 1

Address 2 (Optional)

City/Town

State/Province/Region

Zip/Postal Code

Country US

Phone Number

Email Address

[Become a Registered User](#)

Done

8. This screen image is continuation of payment screen started in #7. Once all fields have been entered and properly audited for errors, you can select “Continue” button.

State Of Iowa - State of Iowa TEST site - Microsoft Internet Explorer provided by Iowa Dept. of Public Health

https://epayment.epymtservice.com/main/makePayment?paymentDetails?execution=e1s18_id_=2-0-E611C81FAE33B5E3E46FA8F7F459E68D

File Edit View Favorites Tools Help

Welcome to the IDPH Intran... Google Iowa WebCUR EMS NREMT - State EMS Offices ...

State Of Iowa - State of Iowa TEST site

Company (Optional)

Address 1 321 E. 12th st

Address 2 (Optional)

City/Town Des Moines

State/Province/Region IA

Zip/Postal Code 50319

Country US

Phone Number 5152426075

Email Address 5152426075

[Become a Registered User](#)

Payment Method Credit/Debit Card

Card Number 4111111111111111

Expiration Date 09 2016

Card Security Code 123

Card Billing Address ☒ Use my contact information address ☐ Use a different address

Continue [Cancel](#)

powered by **usbank**

[Customer](#)

9. You will be shown a “Review Payment” screen. You should review all fields to verify all is accurate and error free.

State Of Iowa - State of Iowa TEST site - Microsoft Internet Explorer provided by Iowa Dept. of Public Health

https://epayment.epymtservice.com/main/makePayment?reviewPayment?execution=e1s28_id_=33-5-3CA02873C036938EC7719D8C

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Welcome to the IDPH Intran... Google Iowa WebCUR EMS NREMT - State EMS Offices ...

State Of Iowa - State of Iowa TEST site

Review Payment

Please review the information below and select Confirm to process your payment. Select Back to re

Payment Details

Description State of Iowa TEST site
State of Iowa TEST site

Payment Amount \$50.00

Payment Date 12/17/2013

Payment Method

Payer Name Service Name

Card Number *1111

Expiration Date Sep-2016

Card Type Visa

Confirmation Email emsterryy@gmail.com

Billing Address

Address 1 321 E. 12th st

City/Town Des Moines

State/Province/Region IA

Zip/Postal Code 50319

Country United States

Contact Information

First Name Service

Last Name Name

Address 1 321 E. 12th st

City/Town Des Moines

10. This is a continuation of “Review Payment” screen noted in #9. Once review is done, select “Confirm” button.

State Of Iowa - State of Iowa TEST site - Microsoft Internet Explorer provided by Iowa Dept. of Public Health

https://epayment.epymtservice.com/main/makePayment/reviewPayment?execution=e1s2&id_=33-5-3CA02873C03693BEC7719D6C

File Edit View Favorites Tools Help

State Of Iowa - State of Iowa TEST site

Card Number *1111
Expiration Date Sep-2016
Card Type Visa
Confirmation Email emsterry@gmail.com

Billing Address

Address 1 321 E. 12th st
City/Town Des Moines
State/Province/Region IA
Zip/Postal Code 50319
Country United States

Contact Information

First Name Service
Last Name Name
Address 1 321 E. 12th st
City/Town Des Moines
State/Province/Region IA
Zip/Postal Code 50319
Country United States
Phone Number 5152426075
Email Address emsterry@gmail.com

Confirm [Back](#)

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11. You will get a confirmation screen containing a confirmation number. You may wish to print or document the number should any problems arise with the payment. Select “Continue” button to return to System Registry

State Of Iowa - State of Iowa TEST site - Microsoft Internet Explorer provided by Iowa Dept. of Public Health

https://epayment.epymtservice.com/main/makePayment?reviewPayment?execution=e1s2

File Edit View Favorites Tools Help

State Of Iowa - State of Iowa TEST site

Iowa Government Online **Electronic Payment Solutions**

Confirmation

Please keep a record of your Confirmation Number, or [print this page](#) for your records.

Confirmation Number **IOWTST001401526**

Payment Details

Description	State of Iowa TEST site State of Iowa TEST site
Payment Amount	\$50.00
Payment Date	12/17/2013
Status	PROCESSED

Payment Method

Payer Name	Service Name
Card Number	*1111
Card Type	Visa
Confirmation Email	emsterry@gmail.com

Billing Address

Address 1	321 E. 12th st
City/Town	Des Moines
State/Province/Region	IA
Zip/Postal Code	50319
Country	United States

Continue

12. After you’ve left the US Bank site, you will be returned to this System Registry “Thank you for your payment” screen. Your payment steps are now complete. If additional providers select you as the payee, you will need to repeat all the previous steps except #2.

From this screen if you select the “Roster” tab, those providers for whom you paid the renewal fee should have an updated certification expiration date.

IDPH System Registry - usbsrt - Microsoft Internet Explorer provided by Iowa Dept. of Public Health

https://train2.idph.state.ia.us/sysregistry/usbsrt.aspx

File Edit View Favorites Tools Help

IDPH System Registry - usbsrt

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SERVICE ROSTER RESOURCES FORMS REPORTS RENEWALS

usbsrt [Back to Service Details](#)

Thank you for your payment! (Service)

An email has been sent out to each Provider for which you have paid for their renewal to make them aware. They can then go online and print off their renewed certification.

ADDENDUM

If you wish to not pay for one or more providers, click on their corresponding box and select “Reject Payment.” These providers will then be emailed a notification indicating the service has chosen not to pay for their renewal. Please note, providers are responsible for payment and it will be necessary for them to make a manual payment to the bureau to get their certification date advanced.

IDPH System Registry - Renewals - Microsoft Internet Explorer provided by Iowa Dept. of Public Health



https://train2.idph.state.ia.us/sysregistry/ServiceDirector/Renewals.aspx

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SERVICE ROSTER RESOURCES FORMS REPORTS **RENEWALS**

Renewals (Last updated 12/16/2013) [Back to Service Details](#)

☒ Check and press the Save button for the ability to pay for provider certification renewals.

Providers that have renewed but have not paid.

Check all that you wish to pay their renewal and then press the "Make Payment" button.
Check/Uncheck All: ☐

☒ **Smith, Test**

PARAMEDIC
Certification Number: PM-15-004-99
Status: Active

Text of provider email notifying them of renewal fee payment denial.

Certification Renewal Payment Service Request Denial - Message (Plain Text)

File Message Developer

Ignore X Reply Reply All Forward More Meeting MedMedia Supp... To Manager Done Create New Move OneNote Mark Unread Categorize Follow Up Translate Find Related Select Zoom

From: sysreg_dev@iowa.gov
To: Smith, Terry [IDPH]
Cc:
Subject: Certification Renewal Payment Service Request Denial

Sent: Tue 12/17/2013 5:00 PM

TO: terry.smith@idph.iowa.gov
CC:
BCC:

This is an automated email delivery. Please do not reply to this message.

The service Adair County Ambulance has denied your request to pay your renewal fee. Failure to submit the renewal fee will result in the expiration of your certification. You may contact the Bureau of EMS at 515-281-0620 with any questions.